

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Grants Specialist		
<b>Job Code:</b>	PR1610	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	608	<b>Date Reviewed:</b>	07/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a variety of technical and administrative tasks in support of assigned grants and special projects; analyzes, conducts and coordinates assigned special projects; and acts as project manager on various grant programs.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides grant implementation and oversight. Provides details to City Finance to set up needed accounts; ensures purchases move forward; monitors and reconciles grant accounts; and creates or reviews grant required performance reports.
2. Coordinates activities related to the planning, organization, implementation and follow up of assigned special projects. Facilitates meetings with stakeholders; identifies objectives and assigns responsibilities; monitors progress against timeline and milestone data; and troubleshoots issues.
3. Researches and identifies potential funding sources to support funding needs and programs. Networks with industry trade representatives and private foundations; searches for grant funding availability and eligibility; attends business functions about new or existing funding opportunities; and monitors state and federal legislation that may affect availability of grant funds.
4. Tracks and approves grants to facilitate implementation of money; coordinates timely completion of project deliverables and disbursement of funds; provides assistance in completion and maintenance of project related budgets; and audits grant expenses.
5. Writes, edits and critiques grants. Translates funding needs to qualify within funding source guidelines; gathers necessary documentation; fills out and submits applications; and provides additional information, as necessary.
6. Trains staff on grant management. Interprets and communicates grant guidelines and regulations.
7. Participates in the preparation of the annual budget development process. Evaluates approved needs assessment rankings; determines grant funding availability; updates needs assessment system; and assists with annual contract projection to forecast contractual obligations for upcoming budget year.

8. Attends and participates on various committees and boards. Prepares annual request for proposal; and prepares staff reports and other correspondence, as needed.
9. Acts as point of contact for internal and external auditors. Gathers documentation; meets with auditors; writes responses to Single Audit findings and Office of Attorney General Audit findings.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices of grant funding agencies, finance and accounting.
  - City Purchasing Policies and Procedures and financial systems.
- **Skill in:**
  - Computers and applicable software.
  - Basic math.
  - Bookkeeping.
  - Critical thinking.
  - Interpersonal.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Use modern office equipment and project management software.
  - Train and assist co-workers.
  - Coordinate and track grants.
  - Manage projects.
  - Research grant funding availability and opportunity.
  - Write and manage grants.
  - Establish and maintain effective working relationships.

### **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college with major course work in Business, Business Administration, Public Administration, or related field and one year of grant related experience.

### **OTHER REQUIREMENTS**

None.

### **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.